

post Office Box 348

March 16, 1973

Mr. George Crim, President
Jefferson County Court
Charles Town, West Virginia 25414

Gentlemen:

There is attached the Sixth Annual Report of the
Jefferson County Planning Commission dated March 16,
1973.

This is being forwarded to you in accordance with
Section 14, Paragraph 6, of the State of West Virginia
Urban and Rural Planning and Zoning Law of 1959 as
amended through March 16, 1965.

Very truly yours,

Henry B. Davenport
Vice President

HBD:ngp
Enclosure

SIXTH ANNUAL REPORT
Jefferson County Planning Commission

Members of the Jefferson County Planning Commission during the sixth year of operation were:

Mrs. Robert P. Leonard
 Dr. O. C. Stine
 Henry Davenport
 Mrs. Virginia Burns
 Paul Cain
 Robert Stone

Dr. J. P. Goulding
 Edward Braxton
 Jack Huyett
 Laird Marshall
 Albert G. Hooper, Jr.
 Donald T. Phillips
 Charles R. Branson

All meetings of the Planning Commission were attended by at least one member of the Jefferson County Court and most meetings were attended by two or more members.

Planning Commission expenses were reported. Fiscal year 1967-1968 expenses were \$1,115.86. Fiscal year 1968-1969 expenses were \$4,597.67. Fiscal year 1969-1970 expenses were \$4,352.04. Fiscal year 1970-1971 expenses were \$4,450.95. Fiscal year 1971-1972 expenses were \$2,595.21. To date, the County Commissioners have appropriated \$10,000 a year for each of the six years that the Jefferson County Planning Commission has been in operation.

Sixty-fifth Meeting, April 27, 1972. The following officers were elected at this meeting.

Henry Davenport, Vice President
 Mrs. John L. Burns, Secretary

The following items were discussed:

1. Possibility of hiring a full-time planner.
2. Aerial photography for the county.
3. General proposal asked for from Mr. Russell Wright for preparing an architectural survey of the county.
4. Proposed natural gas pipeline through Jefferson County.
5. Changes to the comprehensive plan and subdivision regulations recommended by the County Court.

Sixty-sixth Meeting, May 25, 1972. The following items were discussed:

1. Historical architectural survey proposal from Mr. Wright.
2. Need for professional planning assistance.

Sixty-seventh Meeting, June 5, 1972. The following items were discussed.

1. Report on progress toward obtaining professional assistance.
2. Action on proposed changes recommended by the County Court.
3. Architectural survey and historic preservation inventory approved.
4. Discussion of possible grace period for developments already in progress at time of adoption of subdivision regulations.
5. Dr. Stine elected President. Acceptance deferred.

Sixty-eighth Meeting, June 29, 1972. The following items were discussed.

1. Interview held with Mr. Jack Smith of Arlington, Virginia, applicant for professional services to the Commission.
2. Report by Mr. Hooper on Land Planning Seminar.
3. Acceptance of Presidency by Dr. Stine on a short term basis.
4. Detailed review of proposed revision of the Subdivision Regulations.

Sixty-ninth Meeting, July 13, 1972. The following items were discussed.

1. Design of Planning Commission seal.
2. Extension of hours of operation of Planning Commission office, from two mornings a week to four mornings a week.
3. Report of County Court's appointment of an Advisory Committee to develop a historical program for the County.
4. Technical assistance needed for redrafting of Subdivision Regulations--legal and engineering.
5. Detailed review of proposed revisions to the Subdivision Regulations.
6. Date for public hearing on proposed revisions set.

Seventieth Meeting, July 27, 1972. The following items were discussed.

1. Revised version of the Rules and Regulations for Subdivision of Land adopted.
2. Schedule of fees.
3. Office space requirements.

Seventy-first Meeting, August 29, 1972. The following items were discussed.

1. Resignation of Dr. Stine as President.
2. Election of a President.
3. Establishment of an Executive Committee.
4. Specific waiver requests.
5. Format for public hearing.
6. Fee schedule.
7. Dedication of recreational land.
8. Road requirements within subdivisions.

Public Hearing, September 5, 1972.

A transcript of this hearing is available in the Planning Commission office.

Seventy-second Meeting, September 6, 1972. The following items were discussed.

1. Detailed review of comments made at public hearing concerning the revision of the proposed Rules and Regulations for Subdivision of Land, Jefferson County, considering each item discussed at the public hearing.

Seventy-third Meeting, September 12, 1972. The following items were discussed.

1. Revision of the Rules and Regulations for Subdivision of Land adopted.
2. Schedule of Fees.
3. Shepherdstown Sewage Facilities Design Report.
4. Expanded office space.
5. Proposed ground water study.

Seventy-fourth Meeting, September 19, 1972. The following items were discussed.

1. Recommended amendments to the Revised Rules and Regulations for Subdivision of Land submitted by the County Court.
2. Election of a President.
3. Ground water study.

Seventy-fifth Meeting, September 26, 1972. The following items were discussed.

1. Denial of writ of mandamus.
2. Flood insurance.
3. Preparation of zoning standards.
4. Schedule of fees adopted.
5. Publication costs and charges to be made for copies of Subdivision Regulations.
6. Shepherdstown Sewage Treatment facilities.

Seventy-sixth Meeting, October 10, 1972. The following items were discussed.

1. Environmental impact of Fox Glen development.
2. Tax burden on conventional home owners as opposed to mobile home owners.
3. Procedure for reworking of proposed zoning standards.

Seventy-seventh Meeting, October 26, 1972. The following items were discussed.

1. Report of Mr. Cooper concerning conditions at Fox Glen.
2. Composition of the Planning Committee.
3. Possible establishment of a flood plain level.
4. "Pipestem arm" type design.
5. State Highway Department requirements regarding highway access.
6. Format for public hearings on individual plats.
7. Proposed routing of the natural gas pipeline through Jefferson County.

Seventy-eighth Meeting, November 9, 1972. The following items were discussed.

1. Flood insurance program with delegation of interested citizens.
2. Possibility of enlarging the Planning Commission and difficulties faced in obtaining a quorum.
3. Proposed routing of the natural gas pipeline.

Seventy-ninth Meeting, November 14, 1972. The following items were discussed.

1. Hiring of technical help when needed.
2. Proposed amendment to Subdivision Regulations regarding mobile homes.
3. Jefferson County Planning Commission goes on record as opposing the proposed routing of the natural gas pipeline.

Eightieth Meeting, November 21, 1972. The following items were discussed.

1. Report of Mr. Radosh on Subdivision of Land Conference held in Florida.
2. Lack of quorums for meetings.
3. Proposed lot access amendment.
4. Request for clarification of the definition of a subdivision by the Planning Committee.

Eighty-first Meeting, November 28, 1972. The following items were discussed.

1. Proposed mobile home park amendment.
2. Committee appointed to study mobile home park amendment further.
3. Time limits on outsales and family clause to be included in a new definition of a subdivision.

Eighty-second Meeting, December 5, 1972. The following items were discussed.

1. Budget and analysis of expenditures.
2. Possible hiring of a full-time planner and engineer.

3. Proposed lot access amendment.
4. Composition of Planning Committee.
5. Clarification of working relationship with consulting engineer.

Eighty-third Meeting, December 12, 1972. The following items were discussed.

1. Resignation of consulting engineer (Mr. Caulfield).
2. Need for professional help--permanent and temporary.
3. Report of committee studying proposed mobile home park amendment.
4. Proposed lot access amendment.
5. Waiver of certain plats to the final plat stage by virtue of the fact that no engineering input was available to process these plats.

Eighty-fourth Meeting, December 19, 1972. The following items were discussed.

1. Proposed mobile home amendment passed to engineer for his comments.
2. Enforcement of proposed mobile home amendment.
3. Proposed lot access amendment.
4. Department of Highways Action Plan
5. Urgent need for engineering services.

Eighty-fifth Meeting, January 2, 1973. The following items were discussed.

1. Report on progress made toward securing engineering services.
2. The composition of the Planning Committee--need for an additional member.
3. Proposed lot access amendment.
4. Clarification of the definition of a subdivision--family clause.
5. Premature subdivisions.

Eighty-sixth Meeting, January 9, 1973. The following items were discussed.

1. Possibility of holding executive sessions to expedite processing of business.
2. Proposal received for engineering services.
3. Status of developments in progress at time a zoning ordinance may be enacted.
4. Detailed review of zoning standards.

Eighty-seventh Meeting, January 16, 1973. The following items were discussed.

1. Purchase of copying machine.
2. Continuation of detailed review of zoning standards.
3. Concern expressed over possibility of Planning Commission going into executive sessions and closing some meetings to the public.

Eighty-eighth Meeting, January 25, 1973. The following items were discussed.

1. Report on attendance at Department of Highways, Action Plan meeting held in Martinsburg.
2. Continuation of detailed review of zoning standards.
3. Need for a professional planner.

Eighty-ninth Meeting, January 30, 1973. The following items were discussed.

1. Engineers comments incorporated into the proposed mobile home park amendment.
2. Contour lines requirement for Type II Subdivisions and roadway gradient requirements.
3. "First outsale" interpretation.
4. Definition of a subdivision.
5. Budget committee appointments.
6. Need for a professional planner.

Ninetieth Meeting, February 6, 1973. The following items were discussed.

1. Presentation by Mr. Glen Fortney, Chief of the Division of Sanitary Engineering of the West Virginia Department of Health.

Ninety-first Meeting, February 13, 1973. The following items were discussed.

1. Report of the Planning Committee.
2. Definition of a Subdivision; submission by Mr. Skinner.
3. Submission of Budget by Budget Committee.
4. Contour lines and roadway gradients for Type II Subdivisions.
5. Rule change procedures.
6. Proposed general meeting of Planning Committee with local engineers and surveyors.

Ninety-second Meeting, February 20, 1973. The following items were discussed.

1. Definition of a subdivision relative to specific requests concerning a proposed first outsale and a transfer of land to members of a family.
2. Report of the Planning Committee.
3. Proposed lot access amendment.
4. Proposed vicinity sketch amendment.
5. General meeting of Planning Committee with local engineers and surveyors--date set.
6. Maximum allowable grades for Type II subdivisions.
7. Decisions regarding expansion of two existing mobile home parks.
8. Signatures to be authorized on final plats when seal affixed.

Ninety-third Meeting, March 6, 1973. The following items were discussed.

1. Definition of a subdivision submittal offered by the Prosecuting Attorney and the one outsale interpretation.
2. Proposed routing of the Natural Gas Pipeline--procedure to follow to express opposition.
3. Report on meeting held by the Planning Committee with local engineers and surveyors.
4. Continued review of the proposed zoning ordinance.

Ninety-fourth Meeting, March 13, 1973. The following items were discussed.

1. Opposition to proposed routing of the Natural Gas Pipeline.
2. Report of Planning Committee - Approval of 3 plats recommended; permission asked for authority to vary certain drafting requirements.
3. Waiver of Sections 301 through 306 granted on Morgan Grove Heights Subdivision.
4. Definition of a subdivision and other proposed amendments to the Subdivision Regulations submitted by the Prosecuting Attorney.

* * * * *

Three additional public hearings have been held to consider comments on individual final plats. No objections were received from the public on any of the plats considered for final plat approval.

A public hearing is scheduled for March 26, 1973, to hear public comment on various proposed amendments to the Subdivision Regulations. Primarily these amendments are concerned with mobile home parks.

The next meeting of the Planning Commission is scheduled for March 20, 1973.

Respectfully submitted,

Henry B. Davenport
Vice President

HBD:ngp